



**Sunshine Coast Netball Association  
Incorporated**

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**STANDARD  
OPERATING  
PROCEDURES**

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January 2018



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## INTRODUCTION

The Standard Operating Procedures (SOP's) of The Sunshine Coast Netball Association Inc (SCNA) shall act in lieu of and replace Association By-Laws as noted in Section 15 of the SCNA Constitution. They shall be designed for the purposes of enlarging upon, extending and developing the provisions of the Constitution.

Policies and Forms of SCNA work in conjunction with the SOP's.

The Executive may make, amend or repeal Standard Operating Procedures for the internal management of the Association. To be ratified at the next General Meeting.

Any breach of the SOP's or Policies of The Sunshine Coast Netball Association Inc (SCNA) may result in fines being imposed.

## ASSOCIATED DOCUMENTATION

- SCNA Constitution

## ASSOCIATED FORMS

- NIL



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## MEETINGS OF THE ASSOCIATION

For more information regarding the conducting of meetings of the Association refer to the following:

- Annual General Meeting (AGM) - Constitution Section 11 & Section 6 C
- General Meetings - Constitution Section 13
- Executive Meeting - Constitution Section 10
- Special General Meetings - Constitution Section 12

## Ballots

When a ballot is required the following procedure shall be followed:

- (a) Blank ballots will be available at least two (2) weeks prior to the AGM.
- (b) The President shall appoint a Returning Officer and two (2) Scrutineers to count votes and notify the chair of the result.
- (c) The ballot papers are to be destroyed immediately after the voting.
- (d) The Returning Officer and Scrutineers are to have no affiliation with any candidate standing for a position.

## Standing Order For Meetings

- (a) A delegate wishing to speak shall stand when addressing the Chairperson. A delegate wishing to move a motion shall rise and address the Chair and shall take her seat if called to order by the Chairperson.
- (b) A motion must be seconded before it is debated and shall not then be withdrawn without the consent of the seconder. A motion or amendment having been moved and seconded then may be debated.
- (c) Any amendment shall be considered before the original motion. On the adoption of any amendment (such amendment shall be held to have squashed the original motion) and for all purposes of subsequent discussion, the amendment so carried shall be regarded as an original motion.
- (d) No amendment shall be received by the Chairperson which does not relate to the substance of such motion, or which is a direct negative to the motion tabled.
- (e) On any delegate rising to a point of order during a discussion, the speaker shall resume her seat and the delegate rising shall state the point of order when the chairperson shall rule thereon, which ruling shall be final unless challenged by a formal motion submitted to the meeting.
- (f) When two (2) or more delegates rise to speak at the same time the chairperson shall decide who is entitled to the floor. No delegate shall speak more than once to any motion or amendment, with the exception of the mover of the original motion, who shall have the right of reply. No more than two (2) other speakers shall follow successively on the same side either for or against the question. If the mover having so spoken and there then being no speaker to take the opposite view, the question shall be put forthwith.
- (g) It shall be competent at any time during the debate for a member to rise and move without discussion "That the question be now put" which, only duly being seconded and carried, shall entail the submission of the motion at once to the meeting after the mover of the motion has replied.
- (h) No motion to suspend the Standing Orders of the business shall be entertained except by consent of the majority present.



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### Meetings of the Management Committee/Sub Committees

- (a) The Management Committee will meet as directed by the Executive.
- (b) The order of business of the meetings of the Management Committee shall be:
  1. Recording of attendance and apologies.
  2. Minutes of previous meeting.
  3. Discussion of business arising there from.
  4. Correspondence.
  5. Finance Report.
  6. Reports.
  7. General Business.
- (c) At every meeting of the Management Committee a quorum of half the present Management Committee members plus one, must be present to conduct a meeting. If within half an hour of the time appointed for the commencement of the Management Committee meeting,
- (d) A quorum is not present the meeting shall lapse to a date and time to be fixed.
- (e) The President shall preside as Chairman at every meeting of the Management Committee or if there is no President the Vice President shall be Chairman, or if not present the members may choose one of their number to chair the meeting.
- (f) Guidelines for calling a special general meeting of the Management Committee Refer to Special Meetings section 12 of the constitution.
- (g) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which she is interested or any matter arising thereout.
- (h) The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the Executive Committee thinks fit. Any subcommittee shall conform to all Constitution and Standard Operating Procedures of the Association.
- (i) A subcommittee may meet and adjourn as it thinks proper or as directed by the Executive.
- (j) In the case of equality of votes the Convenor of the subcommittee shall have the casting vote.
- (k) All votes and decisions/recommendations made at a Management or Sub committee meeting must be submitted to the Executive for approval and ratification prior to action or notification.
- (l) All acts done by any meeting of the Management or a subcommittee or by any person acting as a member of such, where it is afterwards discovered that there was some defect in the appointment of any such a member, or that the member were disqualified, be as valid as if every person had been duly appointed and was qualified to be a member of the such Committee.

### ASSOCIATED DOCUMENTATION

- SCNA Constitution
- SOP – 03 Executive Committee
- SOP – 06 Sub-committees

### ASSOCIATED FORMS

- Meeting Agenda Template
- Meeting Minutes Template



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## EXECUTIVE MEMBERS

The following positions may be elected at the AGM:

President

Vice President

Secretary

Treasurer

Registrar

## Roles of Executive

The role of the Executive Committee is to:

- (a) Manage the affairs and business of the Association in a professional and unbiased manner for the improvement of the Association and its members.
- (b) Act at all times within the bounds of the Constitution.
- (c) Confer on business arising from Management, Special General, General, QNA Regional and QNA meetings.
- (d) Deal with any other urgent business which might be brought to their attention by sub committees and paid personnel.
- (e) Distribute a Duty Statement to all Committee Members.
- (f) Elect Representative Team Officials.
- (g) Appoint Selection Committee for representative teams.
- (h) Appoint sub-committees when necessary.
- (i) Appoint paid personnel as necessary.
- (j) Establish and maintain relationships with Community Partners, Council and Affiliated Clubs.
- (k) Refer to section 6 to 10 of the SCNA Constitution for further information.

## Duties of Executive Committee

### President

The President shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings.
- (c) Provide leadership and direction to the committee members in the execution of their duties.
- (d) Preside at all meetings of the Association where possible in accordance with the Constitution.
- (e) Be an ex-officio member of all sub-committees.
- (f) Be responsible for submission for Government subsidies/grants and sponsorship.
- (g) Represent the Association at all meetings deemed relevant by the Executive Committee.



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### **Vice President**

The Vice President shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings.
- (c) In the absence of the President, preside over meetings.
- (d) Represent the Association at meetings deemed relevant by the Executive Committee.
- (e) Further duties of the Vice President shall be defined by the Executive.

### **Secretary**

The Secretary shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings.
- (c) Carry out all other duties as may be required under the Constitution.
- (d) Attend to the clerical work of the Association, assisted by such persons, as the Executive Committee shall appoint.

In conjunction with Office Manager, the Secretary shall also be responsible for:

- (e) Issuing all notices of meetings in accordance with the Constitution and SOP's accompanied by an agenda.
- (f) Organising the recording, duplicating and distribution of the Agenda and Minutes of the Association Meetings.
- (g) Maintaining the minutes and records of proceedings of all meetings of the Association including Sub-Committees and produce them as requested.
- (h) Maintaining a record of membership for application of Life and Honorary Membership. Submit applications for such to the Executive Committee. Refer to Section 5 Membership A (4) (5).
- (i) Maintaining a record of current Life Members.
- (j) Conducting correspondence of the Association including collection, distribution and filing of mail.
- (k) Maintaining a record of Affiliated Club Committee members of the Association.
- (l) Maintaining a record of other associations where possible.
- (m) Receiving and placing before the Executive Committee all applications for other membership.

### **Treasurer**

The Treasurer shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings.



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### **Treasurer**

In conjunction with the Finance Office, the Treasurer shall also be responsible for:

- (c) Maintaining all books and accounts of the Association and prepare a statement of receipts and expenditure for presentation to General and Executive meetings.
- (d) Ensuring receipts are issued for all monies received. Pay such money into the bank as soon as practical and produce the bank statements and finance report at each Executive Committee and General meeting.
- (e) Payment of all accounts incurred by the Association.
- (f) Preparing a balance sheet for the inspection and signature of the Auditor and presenting the Audit Report at the AGM.
- (g) Presenting all books of accounts at any time to the members on fourteen (14) days' written notice.
- (h) Holding petty cash in the amount determined by the Executive Committee and maintaining a statement of expenditure to be presented to the Executive Committee as required.
- (i) Preparing a budget for discussion and approval at the Executive Finance meeting to be held before the Annual General Meeting.

### **Registrar**

The Registrar shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings.
- (c) Chair Fixtures sub-committees and report to the Executive as required.
- (d) Chair the Grading Committee.
- (e) Prepare and report to General Meetings of the Association.
- (f) Liaise with recorders and make a final decision regarding the playing of fixtures during wet weather and extenuating circumstances, having due regard to players safety.

In conjunction with the Fixtures Administrator, the Registrar shall be responsible for:

- (g) Supervising and liaising with the Recorders and Media Relations Officer when necessary.
- (h) Maintaining current lists of all registrations and complete records of all fixtures conducted by the Association.
- (i) Maintaining a register of colours and uniforms of affiliated clubs.
- (j) Maintaining annual records of all competition match results as required.
- (k) Organising and attending sign-on's.
- (l) Organising meetings with Club Delegates at beginning of each season.
- (m) Organising, preparing and conducting the Fixtures Forum as required.





# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## ASSOCIATED DOCUMENTATION

- SCNA Constitution
- All SOP's

## ASSOCIATED FORMS

- Meeting Agenda Template
- Meeting Minutes Template
- SCNA Letter Head Template



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### **PAID PERSONNEL**

The Executive may appoint Paid Personnel as required to help manage the affairs of the Association. Terms of appointment shall be made in writing and amount paid shall be as directed by the Executive. All Paid Personnel shall submit a timesheet on a fortnightly basis unless otherwise directed by the Executive.

#### **Office Manager**

The Office Manager shall: -

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Maintain the day to day running of the Association including ensuring the office is opened as directed by the executive.
- (d) Attend meetings of the Association as directed by the Executive and action all required tasks.
- (e) Be responsible for carrying out the duties of any management position not filled.
- (f) Be an Insurance Delegate and assist members with claim/s.
- (g) Be responsible for all current insurance policies with regard to the Association's assets, including Public Liability.
- (h) Maintain a written record of all Constitution and SOP's of the Association and amendments thereto, including the date of such amendments.
- (i) Liaise with the canteen convenor to ensure there is adequate staffing for the canteen at all events.
- (j) Organise the maintenance of courts as required including line marking.
- (k) Be responsible for court usage/hire outside of designated fixture times.
- (l) Liaise with the "Development Officer – Sunshine Coast Regional Council" to organise all work necessary for the upkeep of the Association grounds and clubhouse and report to the Executive.
- (m) Maintain social media sites of the Association.

In conjunction with the Secretary, the Office Manager shall also be responsible for:-

- (n) Maintaining and recording all inward and outward correspondence.
- (o) Maintaining a record of Affiliated Club Committee members of the Association.
- (p) Maintaining the minutes and records of proceedings of all meetings of the Association including Sub-Committees and produce them as requested.
- (q) Organising the recording, duplicating and distribution of the Agenda and Minutes of the Association Meetings.
- (r) Maintaining a record of other associations.

In conjunction with other relevant members, the Office Manager shall also be responsible for:

- (s) Ensuring submission of carnival dates to Executive for approval and forward dates to QNA.
- (t) Maintaining Petty Cash in the amount determined by the Executive Committee. A statement of expenditure shall be prepared and presented to Executive as required.
- (u) Keeping a record of names and addresses of Committee members of all affiliated clubs of the Association.
- (v) Ensuring appropriate forms/paperwork are completed and filed for umpire registration, training, assessments and National badging.



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- (w) Maintaining a database of all accredited coaches and umpires within the Association including all club coaches.
- (x) Ensuring that all First Aid kits including representative kits are well stocked at all times.
- (y) Arrange transport and accommodation pertaining to all representative commitments. Complete paperwork and communications necessary and keep duplicate copies.
- (z) Ordering and distributing representative uniforms to players and officials. Maintaining appropriate records and accounts.
- (aa) Preparing and co-ordinating the Rep Forum to be conducted at the end of the Representative season.
- (bb) Completing NetSetGo! Center Accreditation paperwork and submitting to QNA as required.
- (cc) Ensuring that all SCNA officials, including Representative Officials are registered with QNA at the beginning of the calendar year.

### **Fixtures Administrator**

The Fixtures Administrator shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Attend meetings of the Association as directed by the Executive and action all required tasks.

In conjunction with the Registrar, the Fixtures Administrator shall also be responsible for: -

- (d) Preparing and administering paperwork for graders and grading meetings/fixtures.
- (e) Preparing meetings during the year for Club Delegates and coaches, scorers etc.
- (f) Administering to all member registrations and maintaining complete records of all fixtures conducted by the Association.
- (g) Maintaining a register of all uniforms and colours of affiliated clubs and teams.
- (h) Preparing all competition draws and maintaining annual records of all competition match results.
- (i) Preparing and supervising as required fixtures and fixture events, ensuring paperwork is kept up to date.
- (j) Arranging trophies/awards for end of season presentations.
- (k) Ensuring a court roster is displayed in the office for all fixtures.
- (l) Organising and preparing sign-on's.
- (m) Organising and preparing Fixtures Forum as required.
- (n) Liaising with recorders to ensure all game scores and data are recorded.
- (o) Liaising with finance officer/treasurer to ensure all invoices and registration fees are processed.
- (p) Liaising with RDO regarding requirements for TID and prepare paperwork for selections.
- (q) Ensuring all members comply with the SCNA Constitution, SOP's and Policies relating to fixtures.



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### **Finance Officer**

The Finance Officer shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Undertake the duties of the Treasurer for the duration of any absence until their return or the election of another Treasurer.

In conjunction with the Treasurer, the Finance Officer shall also be responsible for:

- (d) Maintaining the bookwork and accounts of the Associations financials and prepare documents for the Auditor and Meetings as required.
- (e) Maintaining up to date records for taxation purposes.
- (f) Preparing budget figures for discussion at Executive Finance meeting.
- (g) Furnishing all books of account at any time to the office bearers on fourteen (14) days' notice.
- (h) Maintaining a record of hours worked for paid personnel, prepare and distribute wages and maintain the records.
- (i) Entering all umpire payment details to be paid at the end of each month.

### **Representative Development Officer**

The Representative Development Officer shall: -

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Be available to attend meetings as directed by the executive.
- (d) Serve a min. 2 year term where possible.
- (e) Liaise with Rep Convenor/s as required.

In conjunction with and/or as directed by the Executive, the RDO shall also be responsible for: -

- (f) Attending all Rep Trials and preside as Chairperson of the Representative Selection Panel.
- (g) Organising, co-ordinating and attending the Rep Bonding event.
- (h) Attending and assisting coaches at all major carnivals.
- (i) Attending minor carnivals as required.
- (j) Attending and assisting coaches/players at training sessions during the season as required.
- (k) Liaising regularly with all representative Coaches and provide feedback and support.
- (l) Obtaining reports from Representative Coaches at the close of the Representative Season.
- (m) Meeting and consulting with coaches in regards to replacement players as per policy.
- (n) Submitting an annual report to the Executive at the conclusion of the Representative Season.

In conjunction with other Paid Personnel, the RDO shall also be responsible for: -

- (o) Organising and co-ordinating Rep Forums following the Rep season.
- (p) Organising and attending TID.



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### **Head Selector**

The Head Selector shall: -

- a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- b) Carry out all duties as directed by the Executive.
- c) Be available to attend meetings as directed by the executive.
- d) Liaise with Office Manager as required.

In conjunction with and/or as directed by the Executive and in the absence of an RDO, the Head Selector shall be responsible for: -

- e) Attending all Rep Trials and presiding as Chairperson of the Representative Selection Panel.
- f) Organising the times, format and documentation required for trials.
- g) Attending any carnivals as directed by the Executive.
- h) Meeting and consulting with coaches in regards to replacement players as per policy.

In conjunction with the Office Manager, the Head Selector shall also be responsible for: -

- i) Reviewing any application stating extenuating circumstances for non-attendance at any trial date.
- j) Inviting players to attend trials based on approval of extenuating circumstances.
- k) Obtaining reports from Representative Coaches at the close of the Representative Season.

### **Independent Selector**

The Independent Selector shall:-

- a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- b) Carry out all duties as directed by the Executive.
- c) Have no affiliation with any other Association or affiliated club team for the term of the contract.
- d) Not coach an affiliated club team for the duration of the representative season.
- e) Attend all Rep Trials and be part of the Selection Panel.
- f) Attend any carnivals as directed by the Executive.

### **Umpire Allocations Officer**

The Umpire Allocations Officer shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Be a Nationally Accredited umpire with current accreditation if possible, or competent as deemed by the Executive.
- (d) Foster the growth and raise the standards of umpiring in the Association.
- (e) Be available to handle any queries, questions or concerns that may arise during fixtures from any member of the Association or spectator.
- (f) Attend General Meetings of the Association and present a report as required.
- (g) Provide a report for the Annual Report.



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

In conjunction with the Office Manager, the Umpire Allocations Officer shall also be responsible for:-

- h) Maintaining a data base of all umpires within the Association.
- i) Ensuring suitable umpires are allocated to all games in the Day/Night competitions. Prepare a duty roster in advance and distribute to umpires.
- j) Ensuring Mentors are allocated appropriately to Umpires in the Day/Night competitions.
- k) Dealing with any umpiring enquires or disputes in accordance with SCNA Policies.
- l) Ensuring appropriate information is made available to all umpires regarding theory and practical assessments, carnivals, camps, trials and representative dates.
- m) Ensuring all umpires are allocated for trials, TID and all other representative events.
- n) Organising umpire assessments in accordance with SCNA Umpire Pathways and Policies.
- o) Ensuring appropriate forms/paperwork are completed for umpire assessments and National Testing.
- p) Organising and co-ordinating the Beginner Umpires Workshop.

### **First-Aid Officer/Company**

The First Aid-Officer/Company shall:-

- a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- b) Carry out all duties as directed by the Executive.
- c) Hold current Sports Medicine Australia Accreditation.

### **Canteen Convenor**

The Canteen Convenor shall be responsible for:-

- (a) Abiding by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Executive.

In conjunction with Paid Office Personnel, the Canteen Convenor shall also be responsible for: -

- (c) Operating the canteen on all dates as specified at the beginning of each season.
- (d) Stocking, preparing and selling of items from the canteen.
- (e) Banking all monies received, operating a float and maintaining petty cash.
- (f) Completing daily register tallies and associated paperwork including time sheets.
- (g) Maintaining cleanliness of canteen to approved Health and Safety standards.
- (h) Notifying the Office Manager of any health and safety issues or accidents.
- (i) Ensuring all invoices are presented for payment.
- (j) Researching prices regularly.
- (k) Liaising with other users of canteen to ensure smooth operations.
- (l) Supervising all canteen staff.
- (m) Ensuring stock take is completed at the end of the year.

### **Canteen Staff**

The Canteen Staff shall: -

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Executive and Canteen Convenor at all times.



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## ASSOCIATED DOCUMENTATION

- Job Description Templates

## ASSOCIATED FORMS

- Employee Contracts
- Employee time sheets



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## MANAGEMENT MEMBERS

The following positions may be elected at the Annual General Meeting:-

- Fixtures Development Officer (Coach and Player)
- Recorders (Day, Night)
- NetSetGo Gold and Green Convenor
- NetSetGo Blue Convenor
- Umpire Allocations Officer (refer to Paid Personnel)
- Representative Convenor/s
- Assistant Representative Convenor
- Media Relations Officer
- Fundraising Convenor
- Carnival Convenor

## Role of the Management Committee

The role of the Management Committee is to:

- (a) Promote, encourage and manage netball within the Association.
- (b) Promote and manage netball competitions and carnivals.
- (c) Promote netball within our community.
- (d) Encourage sportsperson-like attitudes and behaviours within the Association.

## Duties of the Management Committee

### Fixtures Development Officer (coach & player)

The Fixtures Development Officer shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Have current AANA accreditation (where possible) and assist club coaches with coaching advice whenever possible.
- (d) Be a member of the Coaching and Development Sub Committee. (moved from h to d)
- (e) Liaise with the Suncoast Regional Development Officer where necessary.
- (f) Attend General Meetings of the Association and present a report as required.
- (g) Provide a report for the Annual Report.

In conjunction with the Registrar, the Fixtures Development Officer shall also be responsible for:

- (h) Fostering the growth and raising the standards of the coaches and players in the Association.
- (i) Co-ordinating coach and player clinics within the Association.





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### **Recorder(s)**

The Recorder/s shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Manage the fixtures desk, answering general enquiries and other duties on the weekly task list.

In conjunction with the Fixtures Administrator and Registrar, the Recorder/s shall also be responsible for:-

- (d) Recording score sheet data onto the data base.

### **NetSetGo (NSG) Gold and Green Convenor**

The NSG Gold and Green Convenor shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Attend General Meetings of the Association and present report as required.

In conjunction with the Fixtures Administrator and Registrar, the NSG Gold and Green Convenor shall also be responsible for:-

- (d) Liaising with NSG Gold and Green coaches, conducting coaches meetings and co-ordinating clinics.
- (e) Preparing a program as necessary and submit to Executive for approval.
- (f) Supervising all NSG Gold and Green Fixtures and assist with break-up.
- (g) Providing a report for the Annual Report.

### **NetSetGo (NSG) Blue Convenor**

The NetSetGo Blue Convenor shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Attend General Meetings of the AGM and present report as required.

In conjunction with Fixtures Administrator and Registrar, the NetSetGo Blue Convenor shall also be responsible for:-

- (d) Preparing a program as necessary and submit to Executive for approval.
- (e) Supervising the program with the assistance of the Representative Volunteers.
- (f) Organising and assisting with the end of season break-up.
- (g) Providing a report for the Annual Report.



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### **Umpire Allocations Officer**

Refer to SOP 04 – Paid Personnel

### **Representative Convenor/s**

This position may be shared as required. The Representative Convenor/s shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Ensure all representative players and officials abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association.
- (d) Ensure representative teams and officials are kept up to date with all logistics for rep events.
- (e) Ensure that the Player Agreements and Medical Forms are distributed and returned duly executed and signed by a parent or guardian prior to the member taking part in any representative competition.
- (f) Attend all carnivals as required, ensuring medical records are available at all times.
- (g) Ensure all Team Managers are kept informed of all medical conditions and any changes.
- (h) Ensure appropriate medical aid is sought in the event of serious injury or illness while at representative events.
- (i) Attend representative teams meetings, trainings and submit a written report of representative trips to the Executive Committee as required.
- (j) Manage representative petty cash while at representative events and provide receipts to the Finance Officer.
- (k) Manage all equipment while travelling to and from Representative Carnivals. Ensuring all equipment is returned including coaches bags at the end of the representative season.
- (l) Conduct a stocktake at the end of each Representative season of all uniforms and rep equipment.
- (m) Attend General Meetings of the Association as required and present a report.
- (n) Provide a report for the Annual Report

In conjunction with the Office Manager, the Representative Convenor/s shall also be responsible for:-

- (o) Answering questions relating to Representative Teams logistics.
- (p) Ensuring the First Aid kits for representative teams are well stocked.
- (q) Arranging transport and accommodation pertaining to representative events. Complete all necessary paperwork and communicate information with relevant personnel.
- (r) Maintaining duplicate copies of passenger manifest and submit to Office Manager prior to departure.
- (s) Ordering and distributing representative uniforms to players and officials, maintaining appropriate records and accounts.



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### **Assistant Representative Convenor**

The Assistant Representative Convenor shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive and Representative Convenor/s.
- (c) If absent undertake the duties of the Representative Convenor, for the duration of the absence, until their return or until the position is filled.
- (d) Accompany any player or official requiring further medical attention to a hospital or medical centre. Ensure any relevant medical information accompany the patient.

### **Media Relations Officer/s**

The Media Relations Officer shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Attend General meetings of the Association and present a report as required.

In conjunction with Executive, the Media Relations Officer shall also be responsible for:-

- (d) Promoting the Association in and around the region.
- (e) Liaising with the Executive regarding publishing and promotion of the Association.
- (f) Attending any events for publicity purposes.
- (g) Establishing and maintaining relationship with Community Partners.

### **Fundraising Convenor**

The Fundraising Convenor shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Chair the fundraising sub-committee.
- (d) Attend General Meetings of the Association and present a report as required.
- (e) Provide a report for the Annual Report

In conjunction with Executive, the Fundraising Convenor shall also be responsible for:-

- (f) Ensuring all ideas for fundraising are ratified.
- (g) Ensuring all funds are receipted and accounted for through the Treasurer/Finance Officer.

### **Carnival Convenor**

This position may be split if multiple carnivals are planned. The Carnival Convenor shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Act as Chairperson of the Carnival Sub Committee.
- (d) Complete and submit the Carnival Report Template to the Executive after the carnival.

In conjunction with relevant Paid Personnel, the Carnival Convenor shall also be responsible for:-

- (e) Organising and distributing all relevant forms, including nomination forms.
- (f) Organising and distributing all relevant game day documentation.
- (g) Coordinating all other aspects relating to the carnival.



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## ASSOCIATED DOCUMENTATION

- SCNA Constitution
- Codes of Behaviour Policy
- Junior Sports Policy

## ASSOCIATED FORMS

- Meeting Agenda Template
- Meeting Minutes Template
- Meeting Attendance Template
- Committee Contract



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## SUB - COMMITTEES

The following Sub Committees may be formed at any time by Executive or Management Members:

Fixtures  
Coaching and Development  
Grading  
Umpires  
Carnival  
Fundraising  
Representative

### Guidelines for Selection of Sub-Committees

All members of Sub-Committees shall be either:

- members of affiliated clubs (Irrespective of a Sub-Committee already having a member from a team/club, if any position is still vacant, other persons from that team/club may nominate.)
- serving members of the Executive/ Management Committee
- others as deemed appropriate by the Executive Committee.

### Duties of Sub-Committees

- (a) Members shall abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Members shall carry out all duties as directed by the Executive.
- (c) The Convenors/Chair shall arrange and preside over meetings.
- (d) Forward copies of the Minutes and Reports to the Secretary of the Association for approval and ratification by executive.
- (e) At any meetings of any Sub-committee a quorum shall comprise at least two-thirds of the members entitled to attend.
- (f) The President shall be entitled to vote at all meetings of such Sub Committee.

### Fixtures

May consist of:

Chairperson - Registrar  
Recorders  
NetSetGo Gold and Green and NetSetGo Blue Convenors  
Umpire Allocations Officer  
Media Relations Officer

The Fixtures Sub-Committee shall:

- (a) Organise and co-ordinate the fixtures.
- (b) Meet at the beginning of each season, in order to discuss the competition and the sign-on.



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### **Fixtures Development (Coach and Player)**

May consist of:

NetSetGo Gold and Green Convenor  
Representative Development Officer (RDO)  
Fixtures Development Officer (Coaches and Players)  
Selected accredited coaches

The Coaching and Development Sub-Committee shall:

- (a) Arrange and conduct coaching sessions for players and coaches with a view to improving the standard of netball.
- (b) Carry out such other duties relating to coaching as directed by the Executive.

### **Grading (Fixtures)**

May consist of:

Registrar (Chairperson)  
Representative from Clubs

The Grading Sub-Committee shall:

- (a) Consist of a minimum number of three (3), and shall attend to all practical grading of teams.
- (b) Paper grade teams according to Team registration forms.
- (c) Organise and conduct grading fixtures.
- (d) Conduct regular reviews of grading procedures and results.

### **Umpire**

May consist of:

Chairperson/Umpire Allocations Officer  
Umpire Education Officer/s  
Umpires

The Umpire Sub-Committee shall:

- (a) Attend to any queries relating to umpiring interpretations and clarifications that may arise.
- (b) Arrange all umpires for all games if requested by Umpire Allocations Officer.
- (c) Develop interest in and organise for the coaching of umpires. Foster the growth and raise the standards of umpires.
- (d) Propose candidates for National Badging
- (e) Ensure all umpires are kept up to date with the current AANA Rules of Netball.



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### **Carnival**

Separate committees may be convened for different carnivals.

May consist of:

Carnival Convenor

President

Treasurer/Finance Officer or Representative

Umpiring Representative

The Carnival Sub Committee shall:

- (a) Organise and coordinate all aspects of the carnival, prior to, on the day of and after the carnival.
- (b) Submit a detailed report outlining all aspects of the carnival to the Executive as required.

### **Fundraising**

May consist of:

Fundraising Convenor

Treasurer or Representative

Any other interested person/s

The Fundraising Sub Committee shall:

- (a) Raise money for various projects as required.
- (b) Submit a report outlining ideas for fundraising to be ratified by the Executive.
- (c) Ensure all funds are receipted and accounted for by the Treasurer.
- (d) Submit a detailed report outlining all fundraising events and outcomes as required to Executive.

### **Representative**

Uniforms, Fundraising, Carnival Food Sub Committees may be established and may consist of:

Representative Convenor

Assistant Representative Convenor

Any other interested person/s

Representative Sub Committee shall:

- (a) Carry out any relevant duties as required
- (b) Organise and coordinate specific tasks relating to the aims of the relevant sub committees.
- (c) Liaise with relevant personnel as required to ensure all information is communicated.
- (d) Submit a report to the Representative Convenor as required.

### ASSOCIATED DOCUMENTATION

- SCNA Constitution
- SOP – 11 Grading
- Codes of Behaviour Policy
- Conflict of Interest Policy
- Confidentiality Policy

### ASSOCIATED FORMS

- Meeting Agenda Template
- Meeting Minutes Template



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### REPRESENTATIVE MEMBERS

May consist of:

RDO (Refer to Paid Personnel)	Coach/Co-Coach
Head Selector (Refer to Paid Personnel)	Assistant Coach
Independent Selector (Refer to Paid Personnel)	Manager
Player	

- a) Nominations, including resume and relevant accreditation, where required to be submitted to the Secretary by appointed closing date.
- b) All Representative officials shall be appointed by the Executive Committee.
- c) The Executive Committee may replace, at any time, any representative official who fails to fulfill their obligations.

#### **Coach/Co-Coach**

The RDO/Rep Liaison is responsible for all matters pertaining to Coaches, at the discretion of the Executive Committee.

Upon appointment the coach shall take up their duties immediately.

The coach shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Attend selection trials.
- (d) The Head coach for each age group shall form part of the Selection Panel until such time as the first team is selected. The second coach will then replace the head coach on the Selection Panel until such time as the second team is selected. This process shall be followed for each subsequent team.
- (e) Attend all training sessions, camps, carnivals and meetings unless approval has been granted by the RDO and/or the Executive Committee.
- (f) Have up to date knowledge of the current AANA rulings and hold current AANA Coaching Accreditation at the discretion of the Executive.
- (g) Report all player injuries and/or illnesses to the RDO/Rep Liaison and ensure appropriate action is taken.
- (h) Ensure a medical clearance is obtained after serious injury or illness before the player is allowed to resume playing/training duties.
- (i) Liaise with the Manager to ensure team unity.
- (j) Submit a full report of the team's play to the RDO/Rep Liaison as required.
- (k) Be responsible for all matters pertaining to training and competitive matches and confer, if required, with the RDO/Head Selector.
- (l) Submit a coaching program to the RDO/Rep Liaison prior to their first team training.
- (m) Attend trainings, clinics, meetings, courses where and when possible, in an endeavor to raise the standard of coaching.
- (n) Refer all disciplinary matters to the RDO/Executive Committee.
- (o) Be responsible for all expenses at the discretion of the Executive.
- (p) Adhere to QNA Events Manuals and Association Policies regarding Representative players' court time at competition matches and events.





## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### **Assistant Coach**

Upon appointment the Assistant Coach shall take up their duties immediately.

The Assistant Coach shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Confer with the coach at all times and take over the Coach's duties as required.
- (d) Attend training sessions, camps, carnivals and meetings as required.

### **Manager**

Upon appointment, the manager shall take up their duties immediately.

The manager shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Maintain attendance records of training sessions and carnivals. Report to the Coach failure by any player to adhere to attendance requirements.
- (d) Be responsible for the welfare of players. Necessary action **MUST** be taken when players report injury or illness.
- (e) Ensure that the team has adequate rest whilst away at representative carnivals
- (f) Be responsible for ensuring that all players on their team have appropriate healthy food and water available during Carnivals.
- (g) In conjunction with the Representative Convenor, be responsible for all monetary, travel, accommodation and social logistics pertaining to their team.
- (h) Be responsible for all matters pertaining to players conduct at training and competitive matches and confer, if required, with the coach.
- (i) Confer with the coach or RDO/Rep Liaison, as required, if any player has approached them with coaching issues.
- (j) Attend all training sessions, camps, carnivals and meetings as required.
- (k) Maintain records of player contract obligations and submit with end of season report.

### **Representative Players**

Upon being named in an SCNA Representative Team players shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Attend training sessions, camps, carnivals and meetings as required unless prior leave of absence has been granted.
- (c) Show just cause to the Executive as to why they should not be omitted from the team if they failed to attend three (3) training sessions.
- (d) Be ineligible to trial for a period of eighteen (18) months if they withdraw from that final team/squad (whichever is named first), without suitable written extenuating circumstances (as decided by the Executive).
- (e) Submit to the Coach, a medical clearance after serious injury or illness before resuming playing/training duties. Injured players are to attend training sessions to observe, unless prior leave of absence has been granted by the coach/RDO/Rep Liaison.



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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- (f) Inform the team manager of any changes to medical information already supplied.
- (g) Travel to carnivals as directed by the Representative Convenor. Any request for variation of designated travel or accommodation **MUST** be submitted in writing to the Representative Convenor for approval not less than 7 days prior to departure. Players **may** still be responsible for all travel and accommodation fees incurred.
- (h) Complete and return all forms as required by the Representative Convenor.

### **Independent Selector**

The Independent Selector shall:-

- (a) Have no affiliation with any other Association or affiliated club team for the term of the contract.
- (b) Not coach an affiliated club team for the duration of the representative season.

### **Selection Panel**

The Selection Panel shall consist of:-

RDO/Head Selector  
Independent Selector  
Relevant Coach

The Selection Panel Shall:-

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Carry out all duties as directed by the Executive.
- (c) Be presided over by the RDO/Head Selector.
- (d) Be appointed for the period of the Representative season.
- (e) Shall not include players standing for selection, except at the discretion of the Executive.
- (f) Select Representative Teams and Squads, numbers as directed by the Executive.
- (g) Submit a report to the Executive Committee after final selection.

### **Registered Uniform of the Association**

The registered uniform of the Association shall be as directed by the Executive

- (a) No member shall wear the registered playing uniform for non-representative occasions.

### **ASSOCIATED DOCUMENTATION**

- SCNA Constitution
- Codes of Behaviour Policy
- Rep Coaching Policy
- Rep Selection Policy
- Various Job Descriptions

### **ASSOCIATED FORMS**

- Various Rep Nom Forms
- Rep Player Contracts
- Rep Player Assessment
- Letter of Appointment



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

## CLUBS/TEAMS

### Affiliation

Upon affiliation clubs shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Consist of a minimum of 3 teams.
- (c) Make written application each year to the Registrar prior to Association registration day.
- (d) Be accountable to the Association for all membership fees, subscriptions, affiliation fees and all levies as specified by the Executive in accordance with the Constitution and Standard Operating Procedures.
- (e) Nominate two Delegates (who are member/s of SCNA) one of which must attend all General, Special & Annual General Meetings of the Association. Such delegate shall have full voting rights namely (1) one vote per club.
- (f) Nominate a substitute delegate for any given meeting at least 24 hours prior to the meeting date.
- (g) Be fined \$50 for failing to provide a delegate at any required meeting at the discretion of the executive.
- (h) Apply to the Registrar for approval of new/change, to their name or uniform. To be ratified by the Executive.
- (i) Ensure all members of the club are members of the Association, as they are required to be in accordance with the Constitution.
- (j) Satisfy the Association that they are prepared to field teams regularly.
- (k) Monitor and address club members behavior as required.
- (l) Provide a competent umpire for each club team and a member for grading committee when required.
- (m) Provide a mentor to assist in the development of umpires.
- (n) Apply in writing to the Office Manager for use of courts outside of designated fixture times.

### Independent Teams

Independent Teams shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behavior of the Association at all times.
- (b) Make written application to the Registrar for inclusion in Association competitions.
- (c) Be accountable for all membership fees, subscriptions, affiliation fees and all levies specified by the Executive.
- (d) Have no voting rights but shall be permitted to meetings of the Association.
- (e) Apply, to the Registrar for approval of new/change to their name or uniform to be ratified by the Executive.
- (f) Ensure all members of the team are members of the Association.
- (g) Satisfy the Association that they are prepared to field their team regularly.
- (h) Monitor and address team members behavior as required.
- (i) Provide a competent umpire for their team when required.
- (j) Apply in writing to the Office Manager for use of courts outside of designated fixture times.

### Uniform

- (a) No player shall wear the registered uniform of the Association without prior approval from the Executive Committee.
- (b) Uniform requirements are as follows:-  
Each Day Competition club team:



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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- Shall wear a uniform of the same style and colour.
- May be a skirt/top or bodysuit/dress
- Shall wear suitable shoes.
- Shall be in their registered uniform by the third (3) fixture.
- Shall be directed by umpires to leave the court if incorrectly dressed. (Extenuating circumstances must be given to the Registrar in writing prior to play)

Each Night Competition team:

- Shall wear a uniform of the same style and colour.
  - May be a skirt/top or bodysuit/dress.
  - Are permitted to wear bike pants/leggings/shorts of the same colour.
  - Shall wear suitable shoes.
  - Shall be in uniform by the third (3) fixture.
  - Shall be directed by umpires to leave the court if incorrectly dressed. (Extenuating circumstances must be given to the Registrar in writing prior to play)
- (c) Jumpers and track pants of a similar colour to the club/team uniform may be worn during play. Jumpers must be worn under the positional patch.
- (d) Positional patches must be worn by all players.

### Meetings of the Association

The Association conducts a number of meetings throughout the calendar year of which the following are compulsory.

- AGM – designated Club voting delegate to attend.
- General Meeting – includes such meetings as the Graders Meeting and Fixtures Forum.
- Special General Meeting – may be called at any time to address matters arising outside any other meeting.
- Coaches Meeting – attendance required by Club Personnel as specified by the Registrar.
- Scorers Meeting – attendance required by Club Personnel as specified by the Registrar.

Failure to attend any compulsory meetings will result in a financial penalty of \$50 unless apologies made in writing prior to the commencement of the meeting.

### ASSOCIATED DOCUMENTATION

- SCNA Constitution

### ASSOCIATED FORMS

- Club/team Affiliation Form
- Committee Members Form



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### REGISTRATION, AFFILIATION, FEES, SUBSCRIPTIONS & LEVIES

Association fees are to be set at the last General Meeting of the SCNA calendar year, to take effect on the 1<sup>st</sup> January of the following year.

The following classes of member fees apply at SCNA each year:

- (a) **SCNA Membership** – Annual subscription (Refer Constitution Clause B Page 9).
- (b) **Registration and Insurance Fees** – for each player registered with any team taking part in fixtures or developmental programs including Net Set Go.
- (c) **Game Fees** – for each player registered with any team taking part in fixtures.
- (d) **Additional Fees or Levies** occur by reason of registration of additional members or accrued in position of fines.

### REFUNDS

Refunds may be processed by SCNA under certain circumstances. A refund form must accompany all applications for a refund.

- (a) **SCNA Membership Fees** – will only be refunded in extenuating circumstances to be assessed by the Registrar.
- (b) **NQ Registration and Insurance Fees (Juniors and Seniors)** – A refund of this fee may only be processed if the applicant has not taken the court in any grading or fixture games. This is subject to NQ processing a de-registration first. De-registrations are submitted to NQ by SCNA only and will not be submitted to NQ after grading in the day competition.
- (c) **NQ Registration and Insurance Fees (NSG)** – A refund of this fee may only be processed if the applicant has not taken the court in any grading or fixture games. This is subject to NQ processing a de-registration first. De-registrations are submitted to NQ by SCNA only and will not be submitted to NQ after grading in the day competition. Part of this fee may be withheld according to **Netball Australia policies**.
- (d) **Game Fees** – will only be refunded in extenuating circumstances to be assessed by the Registrar. In each case only a % may be refunded. This calculation is dependent on the number of games played and the circumstances surrounding the refund request.
- (e) **Refunds for Representative Players** are subject to representative rules and policies.

### FORFEIT FEES

Teams forfeiting without sufficient notice may be subject to the payment of a forfeit fee.

Forfeit Fees apply only to the teams playing in the Night Competition.

- (a) Any team forfeiting at any time during the A Grade season will forfeit game fees already paid. The team will also incur a financial penalty equal to one nights' game fees.
- (b) Any team that has a Win on Forfeit in the A Grade competition will be credited their game fees for that game to be utilized in finals or transferred to the following season.
- (c) Any team in the B Grade and/or Social competitions must notify the office prior to 2.00pm on the day of the game. If notification is received after 2.00pm, the team shall incur a financial penalty equal to one nights' game fees.
- (d) Any team in the B and/or Social competition who provide notice of a forfeit to the office prior to 2pm shall incur no penalty.

### ASSOCIATED DOCUMENTATION

- Fees Sheet

### ASSOCIATED FORMS

- Refund Form



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

## Age Groups

The competition is conducted in day and night sections.

- (a) The Day competition is conducted with the individual players needs in mind and is for players of school age (18). Players who have completed year 12 are eligible to play as an adult in the night fixture.

Competition Category	Competition Name	Age Groups	Graded	Umpiring Rules
Net Set Go (NSG)	NSG Blue	5 to 7 yrs	NA	NA
	NSG Green	Turning 8 yrs	NA	Fully Modified
	NSG Gold	Turning 9 yrs	NA	Modified transitioning to Full Rules
	NSG White	Turning 10 yrs	Dependent on numbers. Limited provision may be made for players turning 10 to play above this category. (See Grading)	Full Rules, Scoring but no ladder
Divisional	Division 1-?	Turning 11yrs. Still at school or school age	Over 2 weeks	Full Rules

- (b) The Night competition is for players who are not of school age. ie: 18 and over. Players turning 15 years and under shall be considered under age for the night competition.
- (c) No more than 2 underage players shall be permitted to register in a night team and shall be provisionally registered players until assessed by the graders.
- (d) No more than 4 players who have turned 16 and 17 shall be permitted to register in a night team and shall be provisionally registered players until assessed by the graders.
- (e) Teams of players sixteen (16) years and under (with the exception of State League Teams) are not permitted to play in the Night Competition. Exceptions at the discretion of the Executive Committee.
- (f) All players in either competition may be asked to produce proof of age.

### ASSOCIATED DOCUMENTATION

- SCNA Constitution
- Junior Sports Policy



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### GRADING

- (a) Teams at SCNA are graded into skill based divisions rather than age based except in the case of players turning 10 years of age and under.
- (b) Players turning 10 and under shall participate in the NetSetGo White competition category. (see age groups)
- (c) Clubs must submit all teams to registrar on the appropriate forms by the scheduled calendar date.
- (d) Clubs should grade their teams and list them in order of abilities.
- (e) Grading will be conducted over a period of two weeks
- (f) The format for grading days will be announced as soon as practicable.
- (g) Teams must supply umpires for all grading games as required.
- (h) A grading representative from each club must be available to answer questions from the grading committee as required.
- (i) The Registrar will publish team divisions as soon as possible after grading.
- (j) Grievances regarding a team's divisional placement should be made on the appropriate form no later than the Monday after the 3<sup>rd</sup> fixture game.
- (k) Teams re-graded after Fixture 4 shall be allocated an average number of points and goals (for and against) calculated from those teams in the new division.
- (l) During grading games players will be required to sign a score sheet. Only players registered to that team may play in grading teams.
- (m) Registered players and teams who do not attend grading games must be prepared to play in any division to which they are assigned.
- (n) Each day competition division shall comprise of 8 teams where possible or as determined by the grading committee.
- (o) New players registered after grading day shall remain provisionally registered until assessed.

### ASSOCIATED DOCUMENTATION

- SCNA Constitution

### ASSOCIATED FORMS

- Club Grading Form
- Club Re-grading Request





# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## FIXTURES

### Rules

Fixtures are played in accordance with the Official Rules of Netball as authorised by AANA with the exception of the following:

- (a) Time lost for stoppages (Injury, Illness/Injury, Blood or Emergencies) is only played in finals at the end of the last quarter.
- (b) Players in the night competition may apply in writing to wear gloves. Such gloves must be inspected by the umpire officer or her representative for approval.
- (c) Duration of the game for all competitions with the exception of Ladies A Grade shall consist of four (4) quarters of twelve (12) minutes, each with an interval of two (2) minutes between first (1<sup>st</sup>) and second (2<sup>nd</sup>) and third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) quarters, with three (3) minutes at half (1/2) time.
- (d) Duration of the game for Ladies A Grade shall consist of four (4) quarters of fifteen (15) minutes.

### Officials of the Game

- (a) The match officials are umpires, timekeepers and scorers. Each team must provide a scorer who shall be positioned in accordance with the sideline policy.
- (b) Scorers and umpires must sign the score sheet at the conclusion of the game.
- (c) Each team must supply one (1) umpire, if required.

### Teams

Before the start of play:

- (a) Teams must collect the score sheet from the office.
- (b) Teams must ensure all players have completed the score sheet correctly.
- (c) Teams in the night competition must have paid their game fees.
- (d) Teams must be assembled, ready to take up positions as soon as the court is clear in accordance with the sideline policy.

### Forfeits

If a team wishes to forfeit after the commencement of a game, no fees will be refunded to the forfeiting team. No points will be awarded to the forfeiting team.

- (a) A team shall forfeit a game if they can not field a minimum of five (5) original players.
- (b) A team shall forfeit if less than 5 original players have signed the score sheet at the time it is handed to the recorder.
- (c) Teams will have three (3) minutes to appear on the court before they must forfeit.
- (d) Forfeit fees apply to teams playing in the Night Competition – refer to SOP 09.

### Players

All players' names must be submitted on the team sheets prior to taking the court for any competition.

No alterations may be made to team sheets after submission, with the exception of late and withdrawing players. Extenuating circumstances may be submitted in writing to the Registrar for approval.

Players wishing to register to a team after team sheets have been submitted in either the Day or Night Competitions are considered late players and must complete all registration processes prior to taking the court.





## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### Late Player

A late player is one who joins a team after team sheets have been submitted.

Day Competition:

- (a) Clubs must submit the "Team Alterations Form" at least 2 working days prior to the player taking the court.
- (b) Clubs must receive written approval from the Registrar prior to that player taking the court.
- (c) Such players shall be provisionally registered.

Night Competition:

- (a) Players must complete the online registration prior to taking the court except if they are a trial player.
- (b) Trial players are only permitted one (1) game in the A Grade competition prior to registration and only if permission is obtained from the Association/Competition Convenor.
- (c) Such players shall be provisionally registered.

### Provisionally Registered

A provisionally registered player is one who falls under one or more of the following requirements of registration.

The player has:

- (a) Transferred from one club to another.
- (b) Joined a team after the team sheet has been submitted. Late players must be submitted on the Approved SCNA forms.
- (c) Not been assessed by graders as to their suitability to be placed in the intended team.

### Registered Player

A registered player is one whose details have been received by the Registrar prior to taking the court and has met the requirements of provisional registration.

Playing an unregistered player will incur the following penalty/s:

- (a) First offence – teams will be given until the next fixture to complete the online registration process for that player **or loss of competition points for that game** will apply.
- (b) Second offence – the team shall incur **loss of competition points** and a fine of up to \$50.

The number of players that may be registered to a team shall be no fewer than five (5) and no more than twelve (12). A request for any variation must be submitted in writing to the Registrar for approval.

A maximum of twelve (12) players only may play each game including borrowed players.

### Transferring Clubs

A player wishing to transfer from one club to another during the playing season may only do so under the following circumstances:

- (a) Players may de-register with original club and re-register with new club if it is outside 2 working days of the first SCNA Grading.
- (b) Players/Clubs must submit a "Transfer Form" request and seek SCNA Executive approval prior to moving clubs if SCNA Grading has commenced.
- (c) Only prior to Fixture 4 of the Day Competition.
- (d) The original club must complete Part A of the Transfer Form.
- (e) The new club must complete Part B of the Transfer Form to seek SCNA approval for placement in requested team.
- (f) A transfer fee of \$50 will be payable by the new club upon approval. Provisional registration shall then apply.



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

### **Borrowing Day Competition (Divisional)**

A borrowed player must be a registered player of the competition into which they are borrowed and must play in a higher division as outlined below.

- (a) A team must have 5 of their registered players before borrowing to commence the game.
- (b) A team may only have a maximum of 2 borrowed players on the court at any given time.
- (c) A player from a lower division only may be used as a borrowed player.
- (d) A team may only borrow a player registered in the day competition.
- (e) A player must not fill in for a team in the same division. Refer Net Set Go for exceptions. Inter-club borrowing is only permitted in the Day Divisional Competition in exceptional circumstances and with the permission of the Registrar. Refer Net Set Go for exceptions
- (f) All details of the borrowed player must be provided on the score sheet in the “Borrowed Player Section”. Failure to complete all details will result in penalties. (refer to Score Sheets)
- (g) A borrowed player may only play three (3) games in any team in a higher division. On the fourth (4th) occasion and subsequent occasions the club/team shall incur a \$50 fine for the team. Prior to the 5<sup>th</sup> Occasion, the club/team must show justification for a further borrowing of the same player.

### **Borrowing Day Competition (Net Set Go)**

A borrowed player must be a registered player of the Day Competition Net Set Go Program

- (a) Players may be borrowed across, above or below groups in this program.
- (b) Inter-club borrowing is permitted in the Net Set Go Program (White, Gold & Green) .
- (c) There is no limit to the number of time a player in this program may be borrowed within this program.
- (d) Players in the Day Competition Net Set Go Program (White, Gold & Green) may only be borrowed into the Day Competition Divisional teams a total of three (3) games. On the fourth (4th) occasion and subsequent occasions the club/team shall incur a \$50 fine for the team. Prior to the 5<sup>th</sup> Occasion, the club/team must show justification for a further borrowing of the same player.
- (e) All details of the borrowed player must be provided on the score sheet in the “Borrowed Player Section”. Failure to complete all details may result in penalties. (refer to Score Sheets)

### **Borrowing Night Competition**

A borrowed player must be a registered player of the night competition.

- (a) A team must have 5 of their registered players before borrowing to commence the game.
- (b) A team may only have a maximum of 2 borrowed players on the court at any given time.
- (c) Players may be borrowed across the same grade in their competition.
- (d) Players in the B Grade may borrow from social only, except in the event that social is on in the same time slot then they may borrow from either division.
- (e) All details of the borrowed player must be provided on the score sheet in the “Borrowed Player Section”. Failure to complete all details will result in penalties. (refer to Score Sheets)
- (f) A borrowed player may only play three (3) games in any team in a higher division. On the fourth (4th) occasion and subsequent occasions the club/team shall incur a \$50 fine for the team. Prior to the 5<sup>th</sup> Occasion, the club/team must show justification for a further borrowing of the same player.
- (g) The exemption to this rule is reserve players of an SEQ (or equivalent) team participating in the night competition. Reserve players in this case can be utilized by A Grade teams any number of times as borrowed players, however, their first obligation is to their SEQ team.



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## Score Sheets

- (a) Only scores recorded on the official score sheet will be accepted by the Registrar/Recorder. In the event scorers do not agree on the score they must both report to the office after the game.
- (b) All details of the game including players, umpires and scorer's names and signatures, scores and any required points **MUST** be completed correctly and in full.
- (c) Players must sign in the same fashion each week using any or all elements of both names with no embellishments.
- (d) Signatures for Finals games will be checked by the office prior to taking the court.
- (e) Failure to complete any part of the score sheet correctly shall incur one of the following penalties for the team:
  - First Offence – a formal warning will be sent via email to the Team Captain (Ladies Night Competition) or the Club President/Team (Divisional Day Competition)
  - Second Offence – a loss of competition points **OR** a fine of \$50 will be issued. Teams/Clubs have until the day prior to the next fixture to respond or a Loss of Points will apply.
  - Third and Subsequent Offences – both loss of competition points **AND** a fine of \$50 shall be incurred

## Ladder Points

Points will be awarded in all competition games as follows:

Win.....Three (3)  
Draw.....Two (2)  
Loss.....One (1)  
Forfeit Loss.....Zero (0)  
Forfeit Win.....Three (3)  
Bye.....Two (2)

- (a) When two or more teams finish with equal points, semi final positions will be determined on goal average to be taken from games played.
- (b) Average shall be calculated as follows – (Goals For) divided by (Goals Against) then multiplied by 100.
- (c) Ladders will be displayed on the web site and updated regularly.

## Finals

### Format

Formats for finals shall be played as follows:

- (a) All divisional teams in the Day Competition and A Grade in the Night Competition.
  - Semi Final – Game1: 1 v 2      Game 2: 3 v 4
  - Preliminary Final – Loser of Semi Final Game 1 v Winner Semi Final Game 2
  - Grand Final – Winner of Semi Final Game 1 v Winner of Preliminary Final
- (b) All teams in the Night Competition excluding A Grade
  - 1. Semi Final – Game1: 1 v 4      Game 2: 2 v 3
  - Grand Final – Winner of Semi Final Game 1 v Winner Semi Final Game 2.
- (c) Other formats shall be utilized at the discretion of the registrar.



## THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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### Qualifying

- (a) Representative players playing in the Night or Day Competition must play their total contracted games which does not include rained out or forfeited games.
- (b) Players will be credited for all rained out games but only 1bye and 1 forfeit win where applicable, which occur after their first fixture game, to allow eligibility for finals.
- (c) Modified Game Competition do not participate in finals.
- (d) A player may not play in more than one (1) registered team in each competition during finals except in the event a team has been previously eliminated.
- (e) Any player, club or individual team deemed unfinancial by the Association at the conclusion of fixtures will be excluded from playing in finals games.
- (f) To qualify for finals in the Night Competition players shall:
  - Play a total of 3 fixture games in their registered team if there are 13 or less fixture games scheduled
  - Play a total of 5 fixture games in their registered team if there are more than 13 fixture games scheduled
  - Extenuating circumstances must be submitted to the Registrar for approval.
- (g) To qualify for finals in the Day Competition players shall:
  - Play five (5) games in their registered team.
  - Extenuating circumstances must be submitted to the Registrar for approval.

### Borrowing

In the event of borrowing in finals all general borrowing rules apply in conjunction to those below.

- (a) Borrowed players may not be used in finals games except in the event that a team has fewer than 7 original players to take the court. Clubs/Teams must provide a valid reason in writing to the Registrar for an exception to this rule.
- (b) Team will only be permitted to sign on an eighth player for use in the event of a genuine injury / illness. The injured/ill player may not retake the court for the duration of that game.

### Scoring

- (a) In the Day Competition a scorer and timekeeper are required for all Finals games and must attend an information meeting prior to the first finals round.
- (b) They shall be the same person for all games for that team during finals.
- (c) Night Competition scorers shall be required to attend these meetings at the discretion of the Registrar.

### Drawn Game

Procedure for extra time where a winner is required:

- (a) For all Competitions, with the exception of Ladies A Grade, maximum of 5 minutes extra time each way shall be played then as per AANA Official Rules of Netball.
- (b) Ladies A Grade Competition to be played as per AANA Official Rules of Netball.



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED STANDARD OPERATING PROCEDURES

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## ASSOCIATED DOCUMENTATION

- SCNA Constitution
- Codes of Behaviour Policy

## ASSOCIATED FORMS

- Team Sheets
- Finals Injury / Time Record Sheet
- Score Sheets